

INSTRUCTIONS FOR THE ALLOWABLE CHANGES TO THE STANDARD SPECIFICATIONS BOOK

Do not insert this document into the bid proposal, as it is only the explanation of the allowable changes that the LGA may make. If any of the changes are not applicable to the project, the LGA may delete the changes but not modify them.

The allowable changes are the only modifications that a LGA can currently make to the Specification Book. The document requires some input from the LGA. The user may navigate through the document by clicking the F11 key. The LGA should fill in the appropriate missing information, then insert into the bid proposal. It should be placed directly after the Standard NCDOT Notes.

1. *Article 102-1* – The example “Invitation To Bid” that is provided may be used or the LGA may choose to use their own version. LGAs must also comply with *G.S.143-129*.
2. *Subarticle 102-8(B) Electronic Bids* – Unless the LGA provides for electronic bidding, this may be deleted.
3. *Subarticle 102-10* – The 60 days allowed by the specification book may not be ample time for an LGA; therefore, they are allowed to extend this time period up to 90 days. Time frames longer than that may cause higher bid prices and is strongly discouraged.
4. *Subarticle 102-12(A)-Paper Bids* – The reference to Contract Officer should be changed to the person receiving the bids.
5. *Subarticle 102-12(B) Electronic Bids* – Unless the LGA provides for electronic bidding, this section may be deleted.
6. *Subarticle 103-2(B) Electronic Bids* – Unless the LGA provides for electronic bidding, this section may be deleted.
7. *Subarticle 103-3(A)-Criteria for Withdrawal of Bid* – *G.S.136-28.1* does not apply to LGA projects. Also the person to notify of a bid mistake and withdrawal of that bid should be listed in place of the State Contract Officer.
8. *Article 103-7* - *G.S.143-129* states that the successful bidder is required to submit his contract bonds within 10 days.
9. *Article 103-9* - *G.S.143-129* states that if the successful bidder fails to submit the required contract bonds within 10 days, the award of contract may be rescinded.
10. *Article 105-9* – The LGA may modify this subarticle if they are not providing the grade and line controls as stated. It needs to be made clear to the bidder what he is expected to do.
11. *Article 107-5* – It is the responsibility of the LGA to obtain permission to encroach onto State property. This requirement should not be expected of the contractor. This should be requested sometime during the pre-construction phase.

12. *Article 108-2* – The LGA may include additional requirements or need additional information supplied by the contractor. These should be added as a note in the bid proposal.
13. *Article 108-3* – In lieu of the Division Engineer, the name or title of the correct person should be provided.
14. *Article 108-4* – In lieu of the Resident Engineer, the name or title of the correct person should be provided.
15. *Article 109-8* – Due to the short duration of many LGAs projects and the lack of qualifying items, the requirement to include a Fuel Price Adjustment may be omitted. For longer duration projects that have items and sufficient quantities that qualify for use should include special provision SP1 G43. The current Base Index Price should be added to the provision.
16. *Article-620-4* - Due to the short duration of many LGAs projects and the lack of qualifying items, the requirement to include an Asphalt Price Adjustment may be omitted. For longer duration projects that have items and sufficient quantities that qualify for use should include special provision SP6 R25. The current Base Index Price and applicable date should be added to the provision.

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